

How to submit a **EQUIPMENT DISPOSAL** form in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Report**

Grant/Project Components		
	Component	Last Edited
General Information		09/18/2020
Claims		
Status Reports		
Correspondence		09/18/2020
Contract Amendments		
Site Visits		
Agency Information		09/15/2020
Program Documents		
Budget non-s-TEP		09/15/2020
Opportunity		-
Application		-

- Click on **Add** at the top of the page

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Grant/Project Tracking

Grant/Project: 373742 - Des Moines PD 2021 Tester - 2021

Status: Underway

Program Area: GTSB Test Program

- Select **Periodic** from the Status Report Type drop down menu

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Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: * Periodic

Title: Equipment Disposal Form

Report Period: 11/05/2020 (From Date) 11/05/2020 (To Date)

- For the **Title Field**, enter "Equipment Disposal Form"
- In the **Report Period** fields, the From Date and To Date should both be the date in which you are submitting the form. Click on the calendar icons to select the dates.
- Click **Save** in upper right corner

- Click **Return to Components**

General Information [Return to Components](#)

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 377216


Status Report Status: Editing

Due Date:


Status Report Type:* Periodic

Title Equipment Disposal Form

Report Period 11/05/2020 11/05/2020
From Date To Date




- Click on **Equipment Disposal Report** in the table

Components Preview Submit		
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information		
Equipment Disposal Report 	✓	10/07/2020

- Click on **Add** in the upper right corner of the Equipment Disposal Report box

Equipment Disposal Report [Mark as Complete](#) | [Go to Status Report Forms](#) | [Add](#)

Item	Please list other equipment	Date Equipment Acquired	Disposal Date	Method of Disposal	Serial Number	Is the equipment less than 5 years old?	Please attach a letter for equipment disposed which is less than 5 years old.
<p>Letter Attachment</p> <p><i>If the equipment being disposed of was purchased within the last five Federal Fiscal Years, please explain what happened to the equipment in the attached letter.</i></p> <p><i>If the equipment being disposed of is more than 5 years old, no letter is required.</i></p> <p>Letter Attachment</p>							



- Select Equipment type being disposed from the **Item** drop down list
- In the **Date Equipment Acquired** field, manually enter the date in the format MMDDYYYY. You do not need to enter the “/” between month, date and year
- In the **Disposal Date** field, click on the calendar icon to select the date in which you are completing the disposal form
- Select your disposal method from the **Method of Disposal** drop down list
- Enter the serial number on the piece of equipment you wish to dispose of
- Answer the yes/no question regarding the age of the piece of equipment. This is a conditional question. If you mark **NO**, proceed to instruction below that states to click on **Return to Top** and continue.
- If you mark **YES**, a check box question will appear. Check the box. This indicates that you acknowledge that a request to dispose letter must be attached for this piece of equipment due to it being less than 5 years old.

Equipment Disposal Report

Item* Preliminary Breath Test (PBT) ▼

Date Equipment Acquired 10/20/2017

Disposal Date 11/05/2020

Method of Disposal Destroyed ▼

Serial Number* 1234567
Enter the serial number of the equipment. The main unit is sufficient.

Is the equipment less than 5 years old? ☒ Yes ☐ No

Please attach a letter for equipment disposed of which is less than 5 years old. ☒

[Return to Top](#)

- Click on **Return to Top**
- Click **Save**

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Grant Tracking

Status Report: 375962 - 18

Grant: 375962-Teamville

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Sheri Lyn Krohn

- If you have an additional piece(s) of equipment that you are disposing of, click Add and repeat the steps above.
- If you need to attach a letter for any disposals that are less than 5 years old, click **Edit** in the upper right hand corner

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Grant/Project Tracking

Status Report: 373742 - 09

- **Scan** in your letter and then click on the **Choose File** button to attach it. You do not need a separate letter for each disposal listed above. Include them all in the same letter.

Letter Attachment

If the equipment being disposed of was purchased within the last five Federal Fiscal Years, please explain what happened to the equipment in the attached letter.

If the equipment being disposed of is more than 5 years old, no letter is required.

Letter Attachment Choose File

- Click **Save** in the upper right hand corner

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Grant/Project Tracking

Status Report: 373742 - 09

Grant: 373742-Des Moines PD 2021 Tester

Status: Editing

- Once you've entered all disposals and attached your letter if applicable, click **Mark as Complete**

Equipment Disposal Report [Mark as Complete](#) | [Go to Status Report Forms](#) | [Add](#)

Item	Please list other equipment	Date Equipment Acquired	Disposal Date	Method of Disposal	Serial Number	Is the equipment less than 5 years old?	Please attach a letter for equipment disposed of which is less than 5 years old.
Preliminary Breath Test (PBT)		10/20/2017	11/05/2020	Destroyed	1234567	Yes	Yes

Letter Attachment

If the equipment being disposed of was purchased within the last five Federal Fiscal Years, please explain what happened to the equipment in the attached letter.

If the equipment being disposed of is more than 5 years old, no letter is required.

Letter Attachment [2019HSP-2Claim6Docs.pdf](#)

- Click **Submit**

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/12/2020
Equipment Disposal Report	✓	10/12/2020

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation ←

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)